UTAH BLM
STATE
AVIATION
MANAGEMENT
PLAN

2004

Prepared By: _____ Date_____

Reviewed By: _____ Date_____

Recommended By: _____ Date_____

Approved By: _____ Date_____

TABLE OF CONTENTS

.01 Purpose. This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for Utah BLM. The purpose is to clarify and standardize aviation management procedures and operations for all employees in the Utah State Office, Utah Field Offices and all cooperating agencies.

.02 Mission Statement. The BLM Utah Aviation Program provides for safe and efficient aviation services to meet land management objectives. Utilization of technology, sound aviation management practices and highly trained/motivated personnel will reduce risk, loss, waste and expenditures.

.03 Authority. This plan is a supplement to the BLM 9400 Manual. As such, it conforms with all Bureau and Departmental aviation policy.

.04 Responsibility

A. Aviation Management (AM) (formerly the Office of Aircraft Services). Responsible for all DOI aviation policy and aircraft contracting, technical inspections, procurement and payment administration. Provides Contracting Officers, Technical Specialists, Training Specialists and financial reports and services to DOI agencies.

B. BLM National Aviation Office (NAO). Responsible for aviation policy and leadership of the BLM Aviation Program.

C. State Director. Responsible for all BLM aviation activities in Utah. This responsibility is delegated to the State Fire Management Officer (SFMO) then to the State Aviation Manager (SAM).

D. State Aviation Manager. Serves as the focal point for BLM aviation management matters in Utah. Responsible for providing staff support and expertise to the State Director on all aviation issues. Provides expertise and oversight to all Field Office aviation operations, personnel and facilities. Develops and implements statewide Aviation Management Plan and aircraft safety and accident prevention measures. Serves as Contracting Officers Representative (COR) on all BLM aircraft contracts in the state. Provides aviation training support to USO, Field Offices and other agencies. Compiles annual statewide Aviation Statistical Summary. Provides reports and support to National Aviation Office projects and initiatives. Serves as the focal point in airspace coordination issues. Coordinates airspace training, briefings and familiarization for dispatchers, aircrews and ATC personnel in DOD, FAA and land management agencies. Responsible for coordination and resolution of airspace conflicts involving fire, other incident and project aviation operations.

F. Field Office Manager. The Field Office Manager has overall responsibility for aviation management and operations within their jurisdiction.

G. Field Office Fire Management Officer. Each FMO or their appointed designee serves as the local Aviation Manager for one or more assigned Field Offices. Responsible for ensuring aviation operations in their jurisdiction comply with DOI and Bureau policy and regulations. Manages the aviation management program to meet all Field Office program objectives.

Develops assigned personnel to meet local aviation position requirements through training and experience. Responsible for developing, updating and implementing a District Office Aviation Plan. May serve as Project Inspector on aviation contracts. Serves as the local focal point in airspace coordination issues. Coordinates airspace training, briefings and familiarization for dispatchers, aircrews and other personnel in DOD, FAA and land management agencies within their area. Responsible for coordination and resolution of airspace conflicts involving fire, other incident and project aviation operations. Completes Special Use Aviation Plans for special use flights and projects in conjunction with the project manager. Compiles annual Aviation Statistical Summary for assigned Field Offices.

H. Aircraft Dispatchers. Logistics Coordinators and Lead Dispatchers normally fulfill aircraft dispatching duties. Responsible for procuring rental (ARA) aircraft for local administrative, fire and resource flights; ensuring that DOI/BLM/OMB requirements are met. Dispatches aircraft, provides flight following, initiates emergency/SAR procedures when necessary. Maintains documentation files on each flight, local aviation vendors, training and qualifications records, pilot flight/duty records, radio logs, etc; processes flight invoices. Develops and updates Aviation Incident/Accident Response Plan and Local Area Aerial Hazard Map annually.

I. Pilot. The pilot is in command of the aircraft at all times and is responsible for the safety of her/himself and all passengers. Provides safety briefings to passengers and files flight plans with FAA or agency. Completes load calculations or weight and balance computations prior to flight. Must abide by FAA/DOI requirements specified in the contract or ARA. Completes flight invoices for services rendered. The pilot may terminate a flight at any time for safety reasons.

J. Aircraft Managers. Includes Helicopter and Single Engine Air Tanker (SEAT) Managers. Responsible for planning, coordinating and supervising aircraft operations according to DOI/BLM policy. Serves as Project Inspector to administer exclusive use CWN or ARA aviation contracts in the field. Directs pilot and crews, conducts risk and hazard analysis, completes flight invoices, daily diaries and other documentation. Briefs aircrews, project leaders, passengers and the public.

K. Flight Manager. Government employee designated for a given flight or project to provide aviation management. Initiates the Aircraft Flight Request and provides it to the Aircraft Dispatcher, obtains the proper safety clothing and equipment. Inspects pilot certification card and aircraft data card for currency and qualifications. Briefs pilot and passengers on mission. Ensures that flight following requirements are strictly adhered to. Ensures pilot gives safety briefing and flight is conducted within DOI/BLM policy. Initials flight invoices and routes according to local office procedures.

.05 References

A. Title 14 CFR

B. Departmental Manual, Parts 112, 350-354

C. Aviation Management Operational Procedures Memoranda (OPM's)

D. Aviation Management Handbooks and Reference Guides

E. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400

F. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126

G. GSA Federal Property Management Regulation (FPMR) 101-37

H. Interagency Aviation Operational Guides (IHOG, IAIG, ILOG, IATBOG, Standards for Fire and Aviation Operations 2004 [the red book] etc.)

.06 General Policy BLM Utah:

A. The highest priority in any aviation activity will be personal safety. Our philosophy is for risk reduction, proactive hazard identification and accident prevention.

B. Utah personnel performing aviation functions shall meet all qualification requirements of the DM and recognized BLM standards. Aviation personnel will be service oriented, exhibiting professionalism and integrity.

C. Individual development, employee wellness and Workforce Diversity will be emphasized at all levels of the Utah Aviation Program.

D. The aviation organization will be developed and maintained to the most efficient level, commensurate with Utah BLM aviation use.

E. Management has the responsibility and opportunity to enhance the aviation program through efficient aircraft utilization. Utah Field Offices are empowered to accomplish their mission without undue restriction, regulation or oversight.

F. Aviation Plans at the State and Field Office level will not implement policy or procedures more restrictive than national policy, unless approved by the National Office.

.10 AIRCRAFT REQUESTS AND PROCUREMENT

.11 General. Flights on scheduled commercial airlines are initiated with the contract travel service. ***All non-airline/scheduled commercial aircraft acquisition and procurement will be accomplished by designated and qualified Aviation Managers, Logistics Coordinators and Aircraft Dispatchers in respective Utah BLM offices.***

.12 Aircraft Contracts**.** Aircraft services identified in the AWP to be accomplished within a specified time frame and in excess of $25,000 require a formal aviation contract. Requests for contract services and submission of OAS-13 and OAS-13A (Airplane) or OAS-13H (Helicopter) are made to the State Aviation Manager. These requests will be reviewed and approved by the BLM national office. AM will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The SAM will serve as the Contracting Officer's

Representative (COR) and delegate the field administration of the contract to one or more Project Inspectors (PI).

.13 Aircraft Rentals/Charters. Procurement of aircraft for administrative flights, aviation projects, etc. (under $25,000) is accomplished through the AM Aircraft Rental Agreement (ARA). Requests for ARA aircraft are made **only** after airline services, contract aircraft and ground transportation have been determined to be unavailable or unfeasible. Requests are made to the local Aviation Manager/Dispatch.

.14 Cooperator Aircraft. Use of State/Local government, Military or other federal agency aircraft by BLM employees may require prior inspection and approval by Aviation Management *(see 351 DM 4).* Proposed flights on these aircraft must be requested as described below. Consultation with the local Aviation Manager is mandatory. All use of Cooperator Aircraft by the Utah BLM must be documented and reported, *(see 351 DM 1.8 and OPM No. 04-38).*

.15 Flight Requests. Any request for other than scheduled commercial/airline flight requires the initiation and submission of the Aircraft Flight Request/Schedule, 9400-1a (Exhibit 1). The requestor supplies information concerning purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, etc. Except for law enforcement or emergency flights, each request should be approved by one level above the requestor, and should be submitted at least three days prior to the flight to local BLM Aviation Manager/Dispatch. The aviation staff will select appropriate make and model for the mission from the AM Source List or other agency approved aircraft and complete the 9400-1a.

A. Administrative Flights. All non-emergency flights require a cost analysis be performed to determine the most cost-effective aircraft, vendor and itinerary are utilized. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS-110 (Exhibit 5). In addition, if senior Federal employees (above GS-15 pay scale), members of their families or non-federal travelers are passengers on the flight, prior approval is required by the Solicitors Office. This requirement is outlined in OPM 04-07 and in the Office of the Solicitor memorandum, subject: Use of Government Operated or Chartered Aircraft, dated December 23, 1999 *(Appendix 3 of OPM 04-07).* Any flights taken by senior Federal officials, members of their families or non-federal travelers will be documented on GSA Form 3641 (Exhibit 6) and submitted to the State Aviation Manager.

B. Special Use Flights. All non-emergency Special Use (*see 351 DM 1.7 and AM OPM 04-29 for definitions and examples of Special Use activities*) flights require the development of a Special Use Aviation Project Plan (Exhibit 4) and prior Field Office Manager or State Director approval.

.20 AVIATION OPERATIONS All aviation operations will be conducted in accordance with DM 351, AM Handbooks, BLM 9400 and agency approved Operational Guides.

.21 General Use Flight. Point-to-point, charter and high level (above 500' AGL) are examples of General Use flights. Requirements:

A. Approved Aircraft Request (Exhibit 1, BLM 9400-1a)
B. AM approved pilot and aircraft, specific to mission
C. Passengers will be manifested and briefed on safety procedures

D. IFR, VFR and/or Agency flight plan & flight following identified

.22 Mission Flight. All flights where the purpose is to accomplish a task other than simple point to point travel. High level recon is a mission flight because the profile is not point to point and aerial observation will be performed. All Special Use flights are mission flights.

.24 Special Use Flight. Low-level (below 500' AGL), external loads and fire suppression missions are examples of Special Use flight (*see DM 351 1.7 and AM OPM 04-29 for definitions*). Special Use flights are inherently higher risk and require the following procedures ***in addition to those listed above*:**

A. For purposes of mission planning and hazard mitigation no aircraft will be dispatched or allowed to take-off without receiving a written copy of either the Aircraft Dispatch Form, (Exhibit 2) or a Resource Order - Aircraft (Exhibit 3).

B. Personal Protective Equipment (PPE) is required by the pilot and all passengers; nomex or equivalent clothing, leather boots, nomex/leather gloves, aviators protective helmet *(see DM 351 1.7E and Aviation Life Support Equipment [ALSE] Handbook*).

C. Personnel/passengers operationally involved in Special Use missions must be adequately trained and qualified.

D. Agency flight following with 15 minute radio check-in intervals giving current location by coordinates or landmark, heading and intentions.

E. A Special Use Aviation Safety Plan (Exhibit 4) will be developed to identify hazards and mitigate risk. Fire flights are exempt provided a pre-approved plan is in place, such as Initial Attack Plans, shift Plans, etc. Each plan will be approved by the Field Office Manager, local Aviation Manager or State Director. The reverse side of 9400-1a may be used for one-time, non-complex flights. Each plan will implement:

1. Aerial hazard analysis and mitigation measures, including coordination with military and other agencies to deconflict airspace.

2. An aerial hazard map of the flight route or project area will be reviewed by the pilot and Chief of Party prior to flight and posted in the Dispatch Office.

3. All Special Use passengers will be listed on the plan and pre-approved. **Non-essential/unofficial passengers are not allowed**

.25 Flight Following.

Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en route or receiving office. Flight following procedures, check-ins and actions will be documented on 9400-1a, Resource Orders, Radio Logs or other records. The Pilot-In-Command (PIC) is responsible for executing all flight plans. *Deviations from flight plans are allowed only for weather or safety related reasons; the FAA or agency will be informed at the time of deviation.* All BLM flights in Utah will be flight followed utilizing one or more of the methods listed below.

A. An Instrument Flight Rules (IFR) flight plan filed with FAA, executed with radar and radio transmissions with an FAA facility. (point to point; administrative flights)

B. A Visual Flight Rules (VFR) flight plan filed with FAA, executed with radio and/or telephone check-ins to an FAA facility. (point to point; administrative flights)

C. A written Agency flight plan utilizing radio check-ins with Dispatch offices at 15 minute intervals. Each check-in will state current position, heading and intentions. When flying into known radio "dead spots", Dispatch will be informed of location and given an estimated time the aircraft will be out of contact. The aircraft will resume radio contact with Dispatch as soon as possible. Any flight will be terminated at the earliest opportunity without clear, positive radio contact.

D. Satellite/electronic tracking systems that meet agency approval.

.26 Exemptions/Waivers.

A. Transport of Hazardous Materials. DOI has been granted an exemption by DOT for the transport of certain hazardous materials aboard aircraft. (refer to AM Aviation Transport of Hazardous Materials Handbook)

.27 Law Enforcement Operations. BLM Law Enforcement personnel often operate/cooperate with other agencies in their mission. This sometimes involves the use of State, local, military and other federal aircraft. The nature of law enforcement activities requires some deviations from normal BLM aviation policy. These operations are authorized and outlined in written Memorandum of Understanding (MOU) between the cooperating agencies. Aviation Managers at the State Office and the Field Office will be notified/consulted prior to any law enforcement aviation activity. The Interagency Helicopter Operations Guide (Chapter 16) provides specific direction for law enforcement activities when using helicopters.

.28 Passengers. A person aboard an aircraft who does not perform the function of a flight crew member or aircrew member. Only "official passengers" are authorized on DOI owned/procured aircraft.

.29 Operational Procedures. Except where exempted, all aircraft operations will be carried out in accordance with FAA, Department, and Bureau regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to a specific aviation operation or project.

A. AM Handbooks

Aviation Life Support Equipment (ALSE), 351 DM 1
Aviation Mishap Notification/Investigation/Reporting, 352 DM 6
Aviation Fuel Handling, 351 DM 1
Aviation Transport of Hazardous Materials, 350 DM 2 (NFES# 1068)
Heliport Installation, 351 DM 1
ACETA/Animal Capture, Eradication and Tagging, 351 DM 2 - 351 DM 3
Helicopter Short-Haul, 351 DM 1.7

B. BLM Operational Guides

Wild Horse and Burro Aviation Operations Guide
Aerial Supervision Module Operations Guide

C. Interagency Operational Guides

Air Tanker Base Operations Guide (NFES# 2271)
Aerial Ignition Guide (NFES# 1080)
Helicopter Rappel Guide
Helicopter Operations Guide (IHOG) (NFES# 1885)
Air Tactical Group Supervisor Guide (NFES# 1393)
Leadplane Operations Guide
Single Engine Air Tanker Guide (NFES# 1844)
Airspace Coordination Guide
Military Use Handbook (Chapter 70)
Aviation Technical Assistance Directory (NFES# 2512)
Aviation Users Pocket Guide (NFES# 1373)
Airtanker Base Directory (NFES# 2537)
Standards for Fire and Aviation Operations 2004 (the red book)

.30 AVIATION SAFETY AND ACCIDENT PREVENTION

.31 Pilot

A. Qualifications. Only well trained, experienced and FAA certified pilots will be utilized in BLM Aviation activities. All pilots flying DOI owned, leased, contracted or rented (ARA) or Cooperator aircraft will meet requirements set forth in 351 DM 3. Prior to flight a current AM or Interagency Pilot Qualification Card (Exhibits 7 or 8, as applicable) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand. **If the card is not current, pilot is not checked off for the mission or some other problem arises, the flight will not commence until the local Aviation Manager is notified and the situation remedied.**

B. Flight and Duty Limitations. Pilot flight time and duty time limitations are outlined in DM 351 3.5(2). Daily and cumulative flight and duty hours will be monitored, tracked and documented on all DOI fleet, ARA and contract pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports, OAS-34 will be completed and forwarded on all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty may be further limited at management discretion.

C. Comfort/Rest. Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and water and an atmosphere free of undue noise, activity and stress.

D. Sterile Cockpit. "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. **A sterile cockpit should be maintained within a 5 miles radius of controlled and uncontrolled airports.** A sterile cockpit will also be maintained during approach/landing/take-off/departure at remote helispots and airstrips for a time period specified by the pilot.

E. Transponder Code. To the extent possible, all aircraft engaged in fire suppression operations will utilize transponder code 1255 unless otherwise directed by FAA.

.32 Aircraft Certification. Only aircraft properly equipped, well maintained and FAA/DOI certified will be utilized for BLM aviation missions. All DOI owned, leased, contracted or rented aircraft will be inspected and certified for intended missions under the appropriate CFR/FAR as outlined in 350-354 DM (this includes flights on Cooperator Aircraft).

A. ARA Point-to-Point/High Recon Flights: Vendor procured and operated Aircraft Rental Agreement (ARA) conducting only direct flights between airports carrying DOI passengers and/or cargo or conducting high-level reconnaissance (above 500' AGL). The FAA has primary responsibility for inspection of these aircraft and technical oversight of the vendor for compliance under CFR Part 135. A written notice issued by AM will be carried aboard the aircraft indicating that the vendor has a current and approved ARA (Exhibit 9). Although DOI has not inspected the aircraft, the notice verifies that the vendor is certified under Part 135. Aircraft without a current AM notice should not be utilized.

B. Special Use Flights. DOI aircraft other than described in A above must have a current Aircraft Data Card (Exhibit 7 & 8) on board issued by AM or USFS. This card certifies that the aircraft has been inspected and approved by either AM or USFS and meets all FAA and

agency equipment and maintenance requirements. If the aircraft doesn't have a card, the card has expired or is not approved for the intended mission **no flight will occur.**

.33 Mission Planning. All flights will receive a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure, reduce/mitigate risks and prevent accidents/incidents. The following are required:

A. All Flights.

Information on the Aircraft Dispatch Form or Resource Order - Aircraft (Pilot/Dispatch)
Only essential flights and passengers approved (Mgt.)
Approved pilots and aircraft (Flight Mgr)
Flight Plans/Flight Following (Pilot/Flight Mgr/Dispatch)
Preflight Inspection/Weight & Balance/Load Calc completed (Pilot)
Mission briefing to pilot and passengers (Flight Mgr)
Passengers manifested and briefed on aircraft Safety (Pilot/Flight Mgr)
Safety equipment available and utilized (all)

B. Special Use Flights. (In addition to above)

Special Use Safety Plan Prepared (Av Mgr/Flight Mgr/Dispatch)
PPE used by pilot and passengers (Flight Mgr)
Hazard analysis/mitigation performed (Av Mgr/Disp/Flight Mgr/Pilot)
Hazard map developed & referred to (Av Mgr/Disp/Flight Mgr/Pilot)
Airspace deconfliction (military air space/fires) performed (Disp)

.34 Environmental Factors

A. Daylight. All DOI aircraft (except aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 min prior to official sunrise till 30 min after official sunset. Always error on the side of safety, if you can not see landmarks restrict your flight time.

B. Wind. Helicopter operations will cease whenever wind exceeds limitations in the aircraft Operators Flight Manual. **The pilot will have the final say whether it is safe to fly.** If no limitations are prescribed in the Flight Manual the following limitations apply:

Low-Level (below 500' AGL):
Type III - 30 knots or max gust spread of 15 knots
Type I & II - 40 knots or max gust spread of 15 knots
High-Level (above 500' AGL):
All types - 50 knot winds

C. Weather/Visibility. The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant it.

.35 Aviation Incident/Accident Response Plans. Field Offices will develop and maintain current Incident/Accident Response Plans for their area of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur, listing of necessary local, state and national emergency and agency aviation safety contacts.

.36 Overdue/Missing Aircraft. Aggressive attempts to contact/track aircraft that are overdue for radio/telephone check-ins or arrivals will be made by Dispatch offices. Sixty minutes after the last positive check-in, if the aircraft has not been contacted or located, Dispatch will

initiate search and rescue actions. Procedures will be outlined in the unit Incident/Accident Response Plan.

.37 Mishap Reporting. All aviation mishaps, hazards, maintenance deficiency, incidents or accidents will be reported according to 352 DM 1 & 6 and the AM Aviation Mishap Notification/Investigation/Reporting Handbook.

A. Aircraft Accident/Incidents With Serious Potential. Report immediately to National Transportation Safety Board (NTSB), AM, and the State Aviation Manager. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/AM will conduct investigation/follow-up.

B. Aircraft Incidents. All mishaps/hazards other than described above. Document on "SAFECOM" (OAS-34, Exhibit 10). Send copies to AM Safety and State Aviation Manager. Follow-up/investigation by local unit Aviation Manager is discretionary. Follow-up by State Aviation Manager may be requested.

.38 Aviation Training and Qualifications. All personnel engaged in aviation activities, from passengers to upper management, will meet training, recurrency and experience requirements commensurate with their assigned aviation responsibilities. (see OPM 04-4, Exhibit 12 & 13, and NWCG 310-1)

A. Instruction. Aviation training will be conducted by personnel approved as Interagency Aviation Trainers, AM Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. Higher level aviation training will be requested through the State Office, AM or NIFC.

B. Documentation. All aviation training sessions presented at the local level will be documented on OAS-106 or similar form and retained in local files. Individual employee training, qualification and experience records will be updated annually, authorized by the Field Aviation Manager, retained in local files and copies forwarded to the State Aviation Manager (Exhibit 14).

.39 Aviation Reviews. Each Field Office Aviation Program will be reviewed/inspected at least once every two years by the State Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the Field Office Manager within three months of review.

.40 AVIATION FACILITIES

.41 Operational Bases. Heliports, retardant bases, airport facilities, etc. with permanent installations that are used on a continuous or seasonal basis as a BLM aircraft base of operation. This includes aviation facilities on BLM land and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance and oversight.

A. Construction and Maintenance. The size and extent of aviation installations will be commensurate with expected aircraft use at any given site. Design criteria will provide for operational safety as well as an adequate work, rest, and comfort environment for pilots, aircrew members and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111. Field Offices are responsible for purchase/lease, construction, maintenance and utilities relating to aviation facilities.

B. Safety. Aviation facilities must comply with safety regulations outlined in Department/Bureau manuals, guides and handbooks as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities and landing surfaces will be inspected by

Field Aviation Managers annually to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season. The State Aviation Manager will inspect aviation facilities at least once every two years.

.42 Temporary Bases. Helispots and remote airstrips used on a temporary or intermittent basis. If not on BLM land, these sites must be pre-approved for use. Each site should be cataloged as to location, description, local hazards, use procedures, agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

.50 AVIATION ADMINISTRATION

.51 Aviation References. Each Field Office and the State Office will maintain a current aviation reference library. At a minimum, each office should have:

Departmental Manual, Parts 112, 350-354
AM Operational Procedures Memoranda (OPM's)
BLM Manual Sections 9111, 9400
FARs/Aeronautical Information Manual
OMB Circulars A-76, A-123, A-126
GSA FPMR 101-37
AM, Bureau and Interagency Operational Guides
Unit Aviation Management/Operations Plans
State Aviation Management Plan
Aviation Training Materials
Aircraft Identification/Performance Publications
Aviation Technical Assistance Directory
CWN Helicopter/Air tanker/Retardant Contracts
AP/1A and AP/1B with western charts
AM Source List
Unit Aviation Incident/Accident Response Plan
NOAA Sectional Charts
Unit Aerial Hazard Map

.52 Aviation Documentation. Aviation documentation requirements are described in the Aviation Documentation Matrix (Exhibit 14). The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. All documentation should be *retained locally for at least two years*. Typical files include:
General Use Flights
SES Flights
Special Use Flights
Contract/ERA Administration Files
Aviation Training and Qualification Records
Aviation Statistical Records
Local Aerial Hazard/Helispot/Airstrip Database
Aviation Incident/Accident Files
Aviation Memo/Bulletin/Alert File
Assortment of Aviation Forms (AM, BLM, etc.)

6.0 AIRSPACE COORDINATION

.61 Interagency Airspace Coordination Guide In order to promote safe, consistent and standardized approaches to airspace coordination, the procedures outlined in the Interagency Airspace Coordination Guide will be utilized.

.62 Airspace Coordination Agreements in Military Airspace In order to provide coordination with the military units in Utah and the associated military controlled airspace, the procedures outlined in the Letter of Agreement (LOA) with the Nellis Flying Area (see Exhibit 17) and the Memorandum of Agreement (MOA) with the Utah Test and Training Range (UTTR) (see Exhibit 16) will be followed.

.63 The BLM Airspace Information System The Bureau of Land Management currently operates the only complete graphical Temporary Flight Restriction website at http://airspace.blm.gov .

.64 Airspace Boundary Management Plan Aerial operations on, or adjacent to agency/cooperator boundaries, and areas where a neighboring agency/cooperator provides fire suppression on lands administered by the adjoining agency/cooperator ("mutual aid", "shared" or "exchanged" initial attack areas or zones) require increased management and coordination. The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas, which would unknowingly put the responding aerial resources within close proximity to one another, placing aircraft and crews at risk. The purpose of this plan is to identify such boundaries and I/A zones and provide means of communication, coordination, and airspace de-confliction within those areas.

Guidelines and procedures

A. An imaginary 10 mile wide "neutral air" corridor will center on agency/cooperator boundaries. The "neutral air" for mutual or exchanged initial attack areas or zones will encompass the whole zone plus 5 miles outside the zones boundaries.

B. Any agency conducting aerial operations within a corridor or zone will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Examples of aerial operations include recon, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.

C. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made the contact air-to-air frequency will be "Air Guard" 168.625 Mhz. This frequency will be designated for initial contact and coordination between converging aircraft within corridors and zones only when contact is not otherwise possible. Because this frequency is programmed as the default/ receive frequency in all agency and contract aircraft FM radios and is intended for initial contact and emergency purposes only, it is imperative that this frequency not be utilized for tactical or logistical purposes. If Guard is used to establish initial contact, aircraft are expected to switch to an alternate frequency (i.e. the local or incident air-air frequency, etc.).

D. When aircraft from two or more adjoining agencies/cooperators are being committed to the same general area of a corridor/zone.

1. Considering complexity, dispatch an Air Tactical Group Supervisor (ATGS).
2. Approaching aircraft will establish air-to-air frequency contact prior to entering the area.

3. Aircraft rely upon dispatch centers for current relevant information. Therefore, coordination between dispatch centers must occur prior to dispatch.

4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

E. When an aircraft is dispatched to an incident within a corridor/zone and no other aircraft are known to be present:

1. The approaching aircraft will attempt to establish contact on the assigned frequency, if unsuccessful Guard frequency 168.625 will be utilized.

2. Perform a high-level recon prior to low-level.

3. Practice "see and avoid".

4. The dispatch initiating the flight will notify and coordinate with the adjoining agency/cooperator dispatch.

F. Temporary Flight Restrictions (TFR'S) within or in close proximity to corridors/zones will be coordinated and information shared between the responsible dispatch offices.